



*Town of Walpole*  
*Commonwealth of Massachusetts*

**PERSONNEL BOARD**

Michael McGrath, Chair  
Julie Lowre, Vice-Chair  
Shannon McCarthy

Town Hall  
135 School Street  
Walpole, MA 02081  
Phone (508)-660-7292

**MINUTES OF November 16, 2021**

The Personnel Board met on Tuesday, November 16, 2021 beginning at 6:00pm via Zoom. The following members were present:

Michael McGrath, Chair  
Julie Lowre, Vice Chair  
Shannon McCarthy

Also Present:

Patrick Shield, Assistant Town Administrator  
Kristine Brown, Benefits Coordinator

**Agenda Items:**

**CALL TO ORDER:**

Chair Michael McGrath called the Personnel Board meeting to order at 6:00 pm

**FY 2023 Living Adjustment**

Assistant Town Administrator Patrick Shield asked for the Personnel Board's recommendation for the cost of living adjustment for all non-union municipal employees. The Town Administrator has recommended a 2.75% increase, which would help maintain parity with the unions.

Michael McGrath acknowledged the Town's need to remain as competitive as possible. He stated that he would approve of a 2.75% increase, or possibly higher.

Julie Lowre expressed concerns with raising wages too high, especially in light of the burden being placed on taxpayers because of the middle school project.

Patrick Shield warned against going higher than 2.75%, so as not to outpace the unions. Michael McGrath countered that since union employees have unions to negotiate for them, non-union employees need someone to look out for them as well.

Shannon McCarthy asked what percentage of the annual budget this 2.75% cost of living adjustment would amount to. Patrick Shield stated that this would cost approximately \$117,000 out of a \$100million+ budget, so about 1%

Motion moved by Michael McGrath to approve the 2.75% cost of living adjustment, seconded by Shannon McCarthy.

**Roll call vote:**

*Shannon McCarthy:* YES

*Julie Lowre:* NO

*Michael McGrath:* YES

**Vote 2-1-0 Approved**

**Revisions to the Salary Schedule:**

Patrick Shield asked the Personnel Board to vote on creating three positions (Management Analyst, Communications Director, and Intern), increasing the Assistant Town Accountant's salary grade, and approve revisions to the Recreation Department's salary schedule.

Julie Lowre asked what the Management Analyst would do, and Patrick Shield provided its job description. Shannon McCarthy asked if the Town's website would fall under the Communications Director's purview, and Patrick Shield stated that it would.

Motion moved by Shannon McCarthy to approve the addition of a Management Analyst position to the professional salary schedule P11, seconded by Michael McGrath

**Roll call vote:**

*Julie Lowre:* NO

*Shannon McCarthy:* YES

*Michael McGrath:* YES

**Vote 2-1-0 Approved**

Motion moved by Shannon McCarthy to approve the addition of a Communications Director position to the professional salary schedule P11, seconded by Michael McGrath

**Roll call vote:**

*Julie Lowre:* NO

*Shannon McCarthy:* YES

*Michael McGrath:* YES

**Vote 2-1-0 Approved**

Motion moved by Shannon McCarthy to approve the addition of an Intern to the hourly schedule, seconded by Michael McGrath

**Roll call vote:**

*Julie Lowre:* YES  
*Shannon McCarthy:* YES  
*Michael McGrath:* YES

**Vote 3-0-0 Approved**

Motion moved by Julie Lowre to increase the Assistant Town Accountant grade from P10 to P9 on the professional salary schedule, seconded by Michael McGrath

**Roll call vote:**

*Julie Lowre:* YES  
*Shannon McCarthy:* YES  
*Michael McGrath:* YES

**Vote 3-0-0 Approved**

Motion moved by Julie Lowre to approve revisions to the Recreation Department's salary schedule, seconded by Michael McGrath

**Roll call vote:**

*Julie Lowre:* YES  
*Shannon McCarthy:* YES  
*Michael McGrath:* YES

**Vote 3-0-0 Approved**

**APPROVAL OF PERSONNEL ACTION REQUESTS:**

The Board had no questions regarding the PAR's

Motion moved by Shannon McCarthy to approve the PAR's, seconded by Julie Lowre

**Roll call vote:**

*Julie Lowre:* YES  
*Shannon McCarthy:* YES  
*Michael McGrath:* YES

**Vote 3-0-0 Approved**

## **MINUTES:**

### **a. Approval of Minutes from September 14, 2021**

Motion moved by Julie Lowre to approve the September, 2021 meeting minutes as written, seconded by Mike McGrath

#### **Roll call vote:**

*Shannon McCarthy:* YES

*Mike McGrath:* YES

*Julie Lowre:* YES

**Vote 3-0-0 Approved**

### **Discussion about 2021-2022 Meeting Dates / Times**

Patrick Shield suggested meeting in person in a couple of weeks to discuss job descriptions

Michael McGrath suggested meeting every second Tuesday at 5:30pm. Julie Lowre stated that would work for her. Shannon McCarthy stated that come January she will be back in the office and will need more time to commute after work. She suggested 6:00pm, which Julie Lowre and Michael McGrath agreed to.

Patrick Shield suggested that the next meeting be scheduled for Tuesday, December 14 at 5:30pm.

## **ADJOURNMENT:**

With there being nothing else to discuss

Motion moved by Julie Lowre to adjourn the Personnel Board meeting at 6:38pm, seconded by Shannon McCarthy.

#### **Roll call vote:**

*Mike McGrath:* YES

*Julie Lowre:* YES

*Shannon McCarthy:* YES

**Vote 3-0-0 Approved**

Respectfully submitted,

Kevin Sanderson

**Minutes approved on: January 11, 2022**